

**DEPARTMENT OF HEALTH & FAMILY SERVICES**Division of Public Health  
DPH 44017 (Rev. 10/02)**STATE OF WISCONSIN**  
Bureau of Occupational Health  
HFS 159, Wis. Adm. Code**CERTIFICATION APPLICATION – INDIVIDUAL  
ASBESTOS ACTIVITIES & INVESTIGATIONS**

Read information, DPH 440171 attached, as a separate document, before completing form.

An individual must provide his or her Social Security Number (SSN) and a company must provide the company's Federal Employer Identification Number in order to be certified (s. 254.115 and 250.041, Wis. Stats.). The SSN will be used to deny or revoke certification of persons who are delinquent on payment of taxes or child support. All information on this form is subject to open records except for SSN.

☐ **Initial Certification** - Applying for Initial certification☐ **Renewal Of Certification** - Applying for renewal certification

[current Department of Health &amp; Family Services (DHFS) Certification Number \_\_\_\_\_]

**INDIVIDUAL INFORMATION**

Name of Applicant (First, Middle, Last) include e.g. Jr., Sr., or III	Social Security Number
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Mailing Address	City	State	Zip
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Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth (month / day / year) - minimum age 18	Height	Weight
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Home Telephone Number ( )	Fax Telephone Number ( )	Cellular Telephone Number ( )
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Pager Number ( )	Email address
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**COMPANY INFORMATION**

Please provide information about employer or business if self-employed.

Check one or both of the following if the company wants to be included in a public directory of contractors or consultants for hire.

☐ Include in asbestos abatement contractors directory ☐ Include in asbestos investigators directory

Company Name	DHFS Company Certification No.	Federal Employer Identification No. (FEIN)
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Mailing Address

City	State	Zip
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Street Address

City	State	Zip
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Contact Person	Telephone Number ( )	Fax Telephone Number ( )
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Cellular Telephone Number ( )	Pager Number ( )	Email Address
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Type of Company (check all that apply)

<input type="checkbox"/> Abatement Contractor	<input type="checkbox"/> Government - Local Housing	<input type="checkbox"/> Government – Wisconsin State	<input type="checkbox"/> Property Management
<input type="checkbox"/> CAP / Weatherization	<input type="checkbox"/> Government – Local Public Health	<input type="checkbox"/> Housing – Non-Government	<input type="checkbox"/> Roofing Contractor
<input type="checkbox"/> Construction / Renovation	<input type="checkbox"/> Government – Other Local Agency	<input type="checkbox"/> Industrial	<input type="checkbox"/> University / College
<input type="checkbox"/> Environmental	<input type="checkbox"/> Government – Other State	<input type="checkbox"/> Investigation / Consultant	<input type="checkbox"/> Other _____
<input type="checkbox"/> Government - Federal	<input type="checkbox"/> Government – Indian Tribe	<input type="checkbox"/> K-12 School	

**CERTIFICATION FEE**Write check or money order payable to DHFS. Check the web site [www.wisconsin.gov](http://www.wisconsin.gov) for certification definitions.

Discipline	Fee	Discipline	Fee
<input type="checkbox"/> Asbestos Cementitious Roofing Worker	\$ 25.00	<input type="checkbox"/> Asbestos Cementitious Roofing Supervisor	\$ 50.00
<input type="checkbox"/> Asbestos Roofing Worker	\$ 25.00	<input type="checkbox"/> Asbestos Roofing Supervisor	\$ 50.00
<input type="checkbox"/> Asbestos Worker	\$ 50.00	<input type="checkbox"/> Asbestos Supervisor	\$100.00
<input type="checkbox"/> Asbestos Inspector	\$150.00	<input type="checkbox"/> Asbestos Project Designer	\$150.00
<input type="checkbox"/> Replacement Card	\$ 8.00	<input type="checkbox"/> Asbestos Management Planner	\$100.00

Explain what happened to the card: \_\_\_\_\_

Enclosed Fees Paid by ☐ Employer ☐ Self ☐ OtherThe certification card will be mailed to the individual's mailing address. Does the company want a courtesy copy of the certification card sent to the company's mailing address? ☐ Yes - ☐ Fax ☐ Mail ☐ No

For DHFS only. Payment Date \_\_\_\_\_ Paid This Application \_\_\_\_\_ Total Payment \_\_\_\_\_

Old Expiration Date \_\_\_\_\_ New Certification Expiration Date \_\_\_\_\_ New Training Due \_\_\_\_\_

Check-in \_\_\_\_\_ Data Entry \_\_\_\_\_ Data Check \_\_\_\_\_ Card Print \_\_\_\_\_

### TRAINING

Attach a copy of most recent training certificate and any training certificates not previously submitted. Most recent certificate must be an original training certificate or a copy that is notarized as a true copy. Any original certificate submitted will be returned to you. Location (city / state) and date required training for this discipline was last completed (month / day / year).

### OTHER LICENSES, REGISTRATIONS OR CERTIFICATIONS

Within the past 5 years, did you have an asbestos license, registration or certification issued by another state? ☐ Yes ☐ No  
If yes, who issued it?

Within the past 5 years, was action taken against you for a civil or criminal violation of statutes, regulations or ordinances of the United States, this state, any other state, or any local government substantially related to asbestos activities or other environmental remediation?  
☐ Yes ☐ No

If yes, what action was taken, why and by whom?

### AFFIDAVIT OF APPLICANT

I state that I am the person referred to on this application and that all the answers set forth are strictly true in each respect. I understand that false or forged statements made in connection with this application may be grounds for denying or revoking my certification or for other disciplinary or legal action. I also understand that if I am issued a certification card, failure to comply with the laws or rules of the State of Wisconsin may be cause for disciplinary or legal action.

SIGNATURE – Applicant

Date Signed (mm/dd/yy)

### ATTACHMENTS

For all applications, applicant must check that the following materials are attached and submitted with the application form.

- ☐ Completed Application Form  
The application must be neatly and accurately completed. If not complete, the application will be returned without processing. The application form asks for information that is used to determine eligibility for certification and may be shared with other governmental agencies as part of enforcement activities. Since information may also be available under an open record request, you may choose to provide your work address and phone number rather than home information. Also, provide the name and address of your employer or the name under which you do business if you are self-employed.
- ☐ Certification Fee  
Enclose a check or money order payable to the Department of Health and Family Services (DHFS). We cannot accept cash.
- ☐ Photo, passport style  
Shoulders and face must be 2" x 2" and applicant's face must be clearly recognizable. Digital photos may be emailed as jpeg files to [plicasbestoslead@dhfs.state.wi.us](mailto:plicasbestoslead@dhfs.state.wi.us). In the subject line, state "Application", followed by the applicant's name and DHFS certification number, if already assigned. (Example: Application-John Doe, LCS-1234)
  - ☐ Printed photo on photo paper attached
  - ☐ Digital photo emailed  
from: \_\_\_\_\_
- ☐ Copy of training certificate(s)  
Copy of all asbestos training certificates not previously submitted. The most recent certificate must be notarized as a true copy or submit the original training certificate.

In addition, for an application for initial certification, applicant must check that the following are attached:

- ☐ Submit a complete training history, including copies of all required initial and refresher asbestos training certificates for the discipline.
- ☐ Official Identification and verification of birth date  
Officially issued photo identification is required for initial certification, e.g. driver's license. A previous certification card or certification card from another state is not acceptable identification.

If you have questions please call (608) 261-6876. If mailing, use the Mailing Address listed below. Applications may be hand delivered to the Street Address. You may hand-deliver your application, but applications are processed in the order received. Allow 10 working days for processing of your application. Incomplete application materials will **not** be processed.

Return completed application to:

#### Mailing Address

Department of Health and Family Services  
Asbestos and Lead Section, Rm 137  
P.O. Box 2659  
Madison WI 53701-2659

#### Street Address

Department of Health and Family Services  
Asbestos and Lead Section  
One West Wilson Street, Room 137  
Madison WI 53703

## CERTIFICATION APPLICATION – INDIVIDUAL ASBESTOS ACTIVITIES & INVESTIGATIONS INFORMATION

The Wisconsin Asbestos and Lead Section certifies persons who disturb friable and nonfriable asbestos-containing materials (ACM) in or on any part of a building, including the roof and sidings. Certification is required to perform asbestos work in all types of buildings including schools and public and commercial buildings. No person may disturb ACM in Wisconsin without a valid certification card issued by the Wisconsin Department of Health and Family Services (DHFS) in a specific job classification. The classifications that require asbestos certification are found below or on the web site [www.wisconsin.gov](http://www.wisconsin.gov).

**Asbestos Inspector** inspects a building specifically for the presence of asbestos-containing building materials, either by visual examination or by collecting bulk samples, or reinspects the building to assess the condition of previously identified asbestos. Training for certification requires a 24-hour asbestos inspector course.

**Asbestos Management Planner** develops the plan to manage asbestos-containing materials in a building and recommends response actions for managing asbestos-containing materials. Training for certification requires the 24-hour asbestos inspector course and a 16-hour asbestos management planner course. (Management plans are only required for schools.)

**Asbestos Supervisor** conducts and/or supervises an abatement project and has the authority to require changes in performance practices or to halt the project. An asbestos supervisor may also conduct air sampling. Training for certification requires a 40-hour asbestos supervisor course. (Air sampling for clearance is only required for schools.)

**Asbestos Worker** repairs, removes, encapsulates, encloses, loads out for disposal of asbestos containing material. Training for certification requires a 32-hour asbestos worker course.

**Asbestos Project Designer** plans and designs asbestos abatement projects or operations and maintenance activities in buildings. Training for certification requires a 24-hour asbestos project design course.

**Asbestos Roofing Supervisor** oversees a roofing project that involves asbestos-containing roofing materials that fall under the NESHAP Category I ACM, i.e., resilient asphalt roofing products. This person has the authority to require changes in work practices or to halt a project, may collect bulk samples or conduct air samples for roofing projects. Training for certification requires the 8-hour asbestos roofing worker and an 8-hour roofing supervisor course.

**Asbestos Roofing Worker** prepares the roof for negative air pressure containment, if necessary, repairs, removes or loads out Category I ACM, i.e., resilient asphalt roofing products from a roof. Training for certification requires an 8-hour course.

Category II ACM. You may not perform roofing work involving Category II ACM, i.e., cementitious asbestos roofing, asbestos-sprayed roofing metals and asbestos roofing paper not saturated with asphalt, when possessing only Asbestos Roofing Worker or Supervisor certification. However, you may receive special certification as an Asbestos Roofing Worker or Supervisor-Cementitious for roofing work involving Category II ACM *cementitious asbestos roofing*. To receive this special certification, you must complete an accredited asbestos roofing course that includes a state-approved cementitious roofing module. You must be a certified Asbestos Worker or Supervisor to perform roofing work involving other Category II ACM roofing materials, such as asbestos-sprayed roofing metals and asbestos roofing paper not saturated with asphalt. You do not have to be certified to perform roofing work that does not involve asbestos-containing materials.

To be eligible for certification, the asbestos training courses you complete must be accredited or approved by DHFS. Successful completion includes passing a test given by the trainer at the end of the course. DHFS may also accept a state-approved training taken in another state, but may require you to pass an exam in order to prove your knowledge.

Exemptions to certification requirements are made for (1) owned or leased residential building of fewer than 10 units where the owner or owner's employees or the lessee or lessee's employees are used to abate or manage the asbestos, (2) operations and maintenance work, (3) blister and buckle roofing repair, (4) installing siding and roofs with non-ACM materials, or (5) covering over of asbestos-containing roofing or flooring materials without removing any asbestos-containing roofing or flooring layer.

### PROVISIONS OF ch. HFS 159

Chapter HFS 159, Wis. Adm. Code, Asbestos Certification and Training Accreditation, contains the rules for asbestos certification. To obtain a copy, go to the web site [www.dhfs.state.wi.us/dph\\_boh/asbestos](http://www.dhfs.state.wi.us/dph_boh/asbestos), or contact the Asbestos and Lead Section at (608) 261-6876.

#### 1. Who must be certified?

If you perform or supervise asbestos abatement work, monitor air for clearance levels, inspect for ACBM, write management plans, plan/design an abatement project, remove resilient asphalt asbestos roofing material or oversee such a project, you must be trained and certified in the appropriate job classification before you can work. Training is required to make sure that your actions do not adversely affect the health and safety of other building occupants and that you understand the hazards of working with asbestos and know how to protect your health.

Operations and Maintenance (O&M) Workers Persons involved in cleaning, repairing, operating, servicing or maintaining a building do not need to be certified as asbestos workers. If they remove small amounts of friable or nonfriable asbestos-containing material and the primary purpose of the work is repair, not asbestos removal, and if the repair work falls under either HFS 159.10 (2) (e) or the OSHA standards for Class III activities, then only a 16-hour O & M course is required. Removal of vinyl asbestos floor tile beyond the small scale, short duration definition is considered asbestos removal and must be performed by certified asbestos workers. [HFS 159.10 (2) (b-c) has training requirements for operations and maintenance workers.] Blister and buckle repair on

roofs are considered operations and maintenance work. Repair or removal of very limited amounts of asbestos-containing siding for the primary purpose of installing home improvements is also operations and maintenance work.

**2. What are the qualifications for certification?**

You must complete the required training in order to be certified. Your training must be taken from an accredited asbestos training course and you must pass a course test. If you take an asbestos training course in Wisconsin, the training course must be accredited by the DHFS. If you take an asbestos training course outside Wisconsin, the training course must be accredited either by the U.S. EPA or by another state that has the EPA-approved authority to accredit such courses. Contact the Asbestos and Lead Section for help if you are not sure your training qualifies.

Recertification. You cannot perform asbestos abatement, management, or roofing activities after the expiration date on your certification card. Before your card expires, you must take a refresher course in your job classification, apply for recertification, pay the fee involved, and receive a new card. If you complete refresher training within the 3-month period before your card expires, DHFS will extend your card one year from the card's expiration date. If you complete refresher training more than 3 months before your card expires, the new expiration date will be one year from the date you completed your refresher training. If you allow your card to expire and want to apply for a new card, you must successfully complete a refresher course no more than one year after your card expires, otherwise you must complete the full initial training course.

Loss of certification. Certification can be withheld, suspended or revoked if you do not comply with ch. HFS 159, Wis. Adm. Code. You may be penalized for each violation.

**3. When is certification issued?**

If you are eligible for certification, DHFS normally issues a certification card within 10 working days after receiving your completed application packet. Your certification card expires one year after from the date of course completion. You cannot work until you have a valid card – cards are not back dated.

**4. How are certification cards used?**

A valid certification card demonstrates that you have met minimum training qualifications set by DHFS to perform asbestos related activities in Wisconsin. The card is your property and may not be withheld or confiscated by any other person. You must have your card with you at the work site at all times and must show it to DHFS representatives when requested.

**5. What do I do if I can't find my card?**

You can replace lost, stolen, or damaged cards by sending the Asbestos and Lead Section a completed Certification Application – Individual (including an explanation of why you need a replacement card), a fee of \$8.00, and a recent photograph. Only the latest card issued is valid. You cannot work until you have a valid card – cards are not back dated.

**6. What else needs to be done before starting work that requires certified persons?**

You cannot start a project requiring certified persons unless you first send written notice to DHFS at least 10 days before the start of the project. You must use DNR Form 4500-113, which is also used for NESHAP notification requirements. Refer to ch. HFS 159, Wis. Adm. Code, for information on filing notices in emergency situations. Notification forms and ch. HFS 159, Wis. Adm. Code, are available from the Asbestos and Lead Section.

**After you are certified, immediately submit any new address or employer information to the Asbestos and Lead Section.**

If you have, any questions call (608) 261-6876. If mailing, use the U.S. Post Office Mailing Address listed below. Applications may be hand delivered to the Street Address.

Mailing Address

Department of Health and Family Services  
Asbestos and Lead Section, Rm 137  
P.O. Box 2659  
Madison WI 53701-2659

Street Address

Department of Health and Family Services  
Asbestos and Lead Section  
One West Wilson Street, Room 137  
Madison WI 53703

Allow 10 working days, from the date of receipt, for processing. Applications are processed in the order they are received. Hand delivered applications will not be processed at that time. Incomplete application materials will not be processed.